

CLASS TITLE: LABOR RELATIONS CLERK

Class Code: 02739100
Pay Grade: 14A
EO: F

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: In the Division of Labor Relations of the Department of Administration to perform a variety of clerical duties in the state's central labor relations program; and to do related work as required.

SUPERVISION RECEIVED: Works under the general supervision of a superior in accordance with established policies, procedures and methods; work is reviewed usually upon completion for conformance with such policies, procedures and methods.

SUPERVISION EXERCISED: May supervise the work of a small group of clerical employees.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

In the Division of Labor Relations of the Department of Administration to perform a variety of clerical duties in the state's central labor relations program such as:

to schedule grievances and notify all parties thereto; to type grievances and forward to all interested parties; to file grievances after assignment of proper numbers or other proper identification; to keep a log of all grievances; to type material necessary for arbitration's; to schedule arbitration's and notify all parties thereto; to properly prepare arbitration decisions for filing; to type any material necessary for negotiation; to answer routine inquiries regarding any information affecting office operation and to direct other inquiries to proper personnel; to perform typing in the preparation of labor contracts; to proofread contracts to insure their accuracy; to perform general clerical duties in the office operation.

To do related work as required.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

KNOWLEDGES, SKILLS AND CAPACITIES: A working knowledge of the rules and regulations affecting the overall operations of the clerical support necessary for the efficient operation of a central labor relations agency; a working knowledge of the principles and practices of effective filing and file maintenance; a familiarity with the general laws affecting labor relations in the public sector the ability to type with speed and accuracy and the ability to apply said skills in the preparation of union contracts; and related capacities and abilities.

EDUCATION AND EXPERIENCE:

Education: Such as may have been gained through: graduation from a senior high school; and

Experience: Such as may have been gained through: employment in a labor relations office typing grievances, arbitrations and union contracts; and performing other clerical duties.

Or, any combination of education and experience that shall be substantially equivalent to the above education and experience.

Class Revised: August 5, 1984

Editorial Review: March 15, 2003